

REVISED AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

August 30, 2006

**Aldermen Gatsas, Shea,
Garritty, Pinard, Duval**

5:00 PM

**NH Primary Room
City Hall (3rd Floor)**

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by representatives of Harvard Pilgrim Health Care.
4. Request of Alderman O'Neil that Patriot Health be given an opportunity to make a presentation to the Committee on Human Resources/Insurance.
Gentlemen, what is your pleasure?
5. Communication from Virginia Lamberton, Human Resources Director, recommending the reclassification of the Parking Meter Supervisor position in the Traffic Division to a Parking Meter Technician.
Gentlemen, what is your pleasure?
6. Communication from Virginia Lamberton, Human Resources Director, seeking approval of the establishment of a new class specification (AmerCorps VISTA Member) and requesting rules be waived in order that the position be established prior to September 18, 2006.
Gentlemen, what is your pleasure?
7. Communication from Virginia Lamberton, Human Resources Director, submitting a departmental listing of performance appraisals completed between July 1, 2005 and June 30, 2006.
Gentlemen, what is your pleasure?
8. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



August 14, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire

Dear Alderman Gatsas and Members of the Committee:

As we begin to enter the Fall of 2006, we need to begin discussions regarding an RFP for health insurance for FY08.

Harvard Pilgrim Healthcare of New England has requested the opportunity to do a brief presentation for the Human Resource and Insurance Committee. Our health insurance consultant, Mark Nicholson, has arranged for representative of Pilgrim Health to do a presentation on Wednesday, August 30, 2006. As per our discussion, this has been scheduled by the City Clerk for August 30th at 5:00 P.M.

Thank you for agreeing to this important informational session.

Sincerely,

Virginia A. Lamberton
Human Resources Director

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LeBlond-Kang, Paula

From: O'Neil, Daniel
Sent: Friday, August 25, 2006 3:25 PM
To: LeBlond-Kang, Paula
Cc: Bernier, Leo; Lamberton, Virginia
Subject: HR Committee and employee health insurance

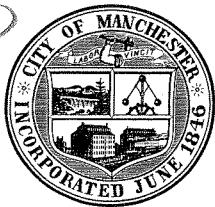
Paula,

Would you please forward this communication the members of the HR/Insurance Committee. I would like it presented formally at their meeting next week.

My question for the committee is will they allow other employee health insurance providers like Manchester based Patriot Health, the opportunity to make a presentation at a later date ?

Thanks !

Dan



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August 16, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Reclassification, Traffic Division

Dear Alderman Gatsas and Members of the Committee:

On May 2, 2006, the Board of Mayor and Aldermen approved a proposal by the Committee on Administration/Information systems to reorganize the Traffic Department. The recommendation was to create a Division of Traffic at the Highway Department and a Division of Parking at the Economic Development Department. (Copy attached)

In the Committee Report, Item (d) it is stated that there will be two Parking Meter Technicians at grade 12. The current compliment is one Parking Meter Technician and one Parking Meter Supervisor, salary grade 15. There are incumbents in both positions. The current structure has a Parking Manager salary grade 25, an Administrative Service Manager salary grade 16, a Parking Meter Supervisor salary grade 15 and a Parking Meter Technician salary grade 12. Based upon the Committee's Report, I am recommending that the Parking Meter Supervisor position be reclassified to a Parking Meter Technician. I would recommend that the incumbent in the Parking Meter Supervisor position be "red-lined" until such time as salary grade 12 is equivalent to salary grade 15. Paul Borek, Director of Economic Development concurs with this recommendation.

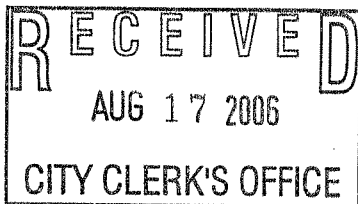
Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachment



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that there be a reorganization of the Traffic Department and Parking Operations to become effective July 1, 2006 by creating a Division of Traffic and a Division of Parking with the following provisions:

- a) that Jim Hoben, Deputy Traffic Director, be grandfathered in at Grade 22 (upon his departure from city service the position would be re-evaluated);
- b) that Jim Hoben (grandfathered) be made Traffic Operations Manager at Grade 22;
- c) that Denise Boutilier become the administrator (Grade 16) in the Parking Enterprise Fund and review of this position shall be made by the Human Resources Director after 6-12 months to see if the position is properly classified with report to the full Board of Mayor and Aldermen at a later date;
- d) that two Parking Meter Technicians at Grade 12 be assigned to the Division of Parking;
- e) that a Parking Manager be hired under the Enterprise System at Grade 25;
- f) that the parking Enterprise Fund administrator (Denise Boutilier) and the two Parking Meter Technicians shall report to the Economic Development Director;
- g) that the Human Resources Director will work with the Economic Development Director and others if need be to assist in the development of a job classification for a Parking Manager at Grade 25 so it can be advertised as soon as possible; and
- h) the city move forward with an RFP for new display meters as soon as possible so as to aid all Board members in their deliberations and final decision.

The Committee also recommends that funding for Jim Hoben, as Traffic Operations Manager, be placed in the FY07 budget.


The Committee further recommends that the affiliation of the Parking Control Officers under the supervision of the Police Department remain as present with the understanding that funding is provided for under the Parking Enterprise Fund, allowing for further consideration by the Board at a later time following budget adoption.

The Committee recommends that the Board accept and approve the aforementioned recommendations and refer same to the Committee on Finance for FY07 budget actions as may be required, and to the Committee on Bills on Second Reading for Ordinance preparation and technical review as may be necessary with final adoption of related Ordinances anticipated to be accomplished by the full Board of Mayor and Aldermen prior to July 1, 2006.

Respectfully submitted,



Clerk of Committee

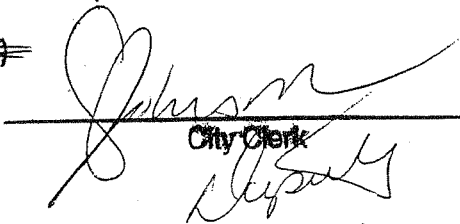


IN BOARD OF MAYOR AND ALDERMEN.
MAY 2, 2006.
ACCEPTED. RECEIVED. ADOPTED.

A TRUE RECORD. ATTEST.


CITY CLERK

At a meeting of the Board of Mayor and Aldermen
held May 2, 2006 on a motion of Ald. Lopez
fully seconded by Ald. O'Neil the report
if the Committee was accepted and its recommendations
(adopted) (denied)


City Clerk



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August 28, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for New Class Specification

Dear Alderman Gatsas and Members of the Committee:

On behalf of Dennis Hebert, I am requesting the establishment of a new class specification. The City has made a request to the Corporation for National and Community Service (CNCS) for grant status for the City VISTA Project. Approval of this request from the Federal Government will result in a budget exceeding \$600,000 for the City as the AmeriCorps VISTA sponsoring agency.

In order to compensate the volunteers, we will need to create a class specification. The title of the class specification is recommended to be AmeriCorps VISTA Member. The stipend for this role will be \$909 a month. Since the lowest salary for the current pay matrix is more than the annual amount of the stipend, I do not recommend that we assign a salary grade to this new classification. Rather, just indicate that there is a stipend. The amount of the stipend can be adjusted as the Federal Government dictates.

There is an urgency to approving this class specification. Therefore, I am requesting that the rules for approving class specifications be waived in order for this class specification to be established prior to September 18, 2006.

I am attaching a draft class specification for your review and information.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Dennis Hebert

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	AmeriCorps VISTA Member
Class Code Number	9927-Stipend

General Statement of Duties

AmeriCorps*VISTA members focus on building the capacity of private citizens, nonprofit organizations and communities to respond to problems confronting communities in need. AmeriCorps*VISTA members serve as community and organizational catalysts, assist in creating or expanding programs and mobilize community resources to sustain these programs.

Distinguishing Features of the Class

AmeriCorps*VISTA members pledge themselves to serve on a full-time basis for a term of one year. In certain circumstances, members may be invited to extend or re-enroll in their service beyond one year, for a period not to exceed three years. A member may not accept any benefit from the Sponsoring Organization or the community served that relates to the AmeriCorps*VISTA assignment, i.e., the member is expected to serve the community, not him or herself.

During their term of service, members live at the economic level of the people they serve. They remain available for service, without regard to regular working hours, at all times during their term of service, except for periods of approved leave. A member may not be absent from the project site without approval from the Sponsoring Organization or supervisor.

Full or part-time employment is not permitted during AmeriCorps*VISTA service. Full or part-time enrollment in an educational institution is prohibited with few exceptions. A member may not receive any additional monetary compensation beyond the standard living allowances for services rendered as an AmeriCorps*VISTA member.

Each member's assignment depends on the particular problem(s) being addressed by the project to which he/she is assigned. Each AmeriCorps*VISTA project application includes a project work plan and assignment description that clearly indicates the nature of the member's activities and duties and describes how, when, and why the member is to accomplish them. This work plan and assignment description are given to the member before the Pre-Service Orientation.

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Examples of Essential Work
(illustrative only)

The mission of the AmeriCorps*VISTA program is to strengthen and supplement efforts to eliminate and alleviate poverty in the United States. This can be accomplished by encouraging and enabling persons from all walks of life, all geographic areas and all age groups (including low-income individuals) to perform meaningful and constructive volunteer service in agencies, institutions and situations.

- Apply human talent/dedication to assist in the solution of poverty and poverty-related problems
- Generate the commitment of private sector resources
- Encourage volunteer service at the local level
- Strengthen local agencies and organizations to carry out the purpose of the program
- Organize private citizens on a voluntary basis to solve problems confronting low-income
- Assist public and private nonprofit organizations to develop lasting solutions for low-income
- Engage residents of low-income community in planning, developing, and implementing projects
- Leverage community resources from the public and private sectors
- Expand community and organizational capacity to sustain the project
- Maintain and develop relationships with local, State and national service staff.
- Work with program media, outreach and public relations strategies
- Monitor and report specific recommendations for improvement of the VISTA Project
- Perform special projects for AmeriCorps VISTA as assigned;
- Keep immediate supervisor and designated others fully and accurately informed
- Attend meetings, conferences, workshops and training sessions
- Review publications and audio-visual materials to remain current on the principles, practices and new developments in assigned work areas
- Responds to citizens' questions and comments in a courteous and timely manner
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Knowledge of AmeriCorps VISTA Program, including implementation of policies and procedures involving every aspect of VISTA Project;
- Understanding of the program needs of Manchester's needy and vulnerable populations;
- Understanding of Federal, State and local government operations and procedures;
- Ability to help market the AmeriCorps*VISTA and the Manchester VISTA Project;
- Knowledge of basic AmeriCorps VISTA Program regulations;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university and/or significant life experience related to program of interest.

Required Special Qualifications

- Possession of a NH driver's license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____

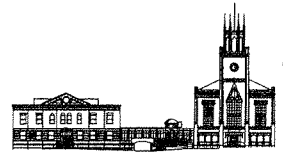
Date: _____



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August 25, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Performance Appraisals

Dear Alderman Gatsas and Members of the Committee:

At the last meeting of the Human Resource and Insurance Committee, August 1, 2006, you asked me to find out how many employees had not had their performance evaluated for the last year. As such, I looked in every employees' personnel folder to determine if a performance appraisal had been completed between July 1, 2005 and June 30, 2006. The following represents my findings:

<u>Department</u>	<u>Percent Completed</u>
Airport	92%
Assessors	37.5%*
Building	75%
City Clerk	100%
City Solicitor	100%
Finance	100%
Fire	91%
Health	92%
EPD	87%
Highway	71%
Human Resources	100%
Info Systems	88%
Library	100%
MEDO	0%*
Parks, Cemetery, Rec	89%
Planning	72%
Police	99.9%
Senior Services	44%
Tax	100%
Waterworks	93%
Welfare	100%
Youth Services	73%

- Both the Assessor's Office and MEDO had new Department Heads during FY06. My advice to those new Department Heads was to set work standards for their employees prospectively. At the conclusion of the first cycle of performance evaluation periods, they should then evaluate the employees based upon a year of observing their performance. It would not be fair or appropriate for them to try to do an evaluation for the previous year when they were not there to give work assignments and thus evaluate the employees' performance.

The City wide average for completing performance evaluations for FY06 was 82.5%.

I hope this information is what you wanted. If you would like any additional information, please let me know and I will provide it to you.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director